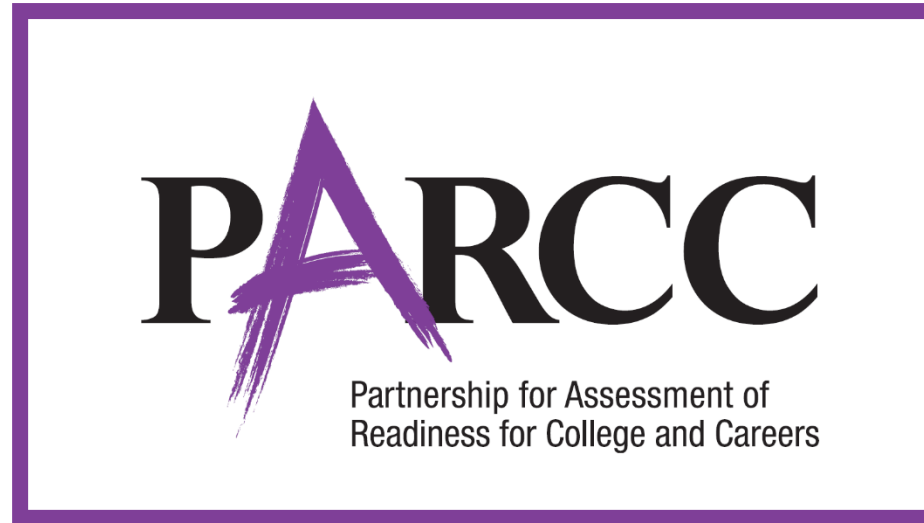


# Student Registration/ Personal Needs Profile Field Definitions



**Version 1.3**

**2015 Fall/Winter Block**  
Performance Based Assessment (PBA)  
End-of-Year Assessment (EOY)

## Document Revisions

Revision Date	Version	Description
8/4/2015	1.0	Initial Version
8/7/2015	1.1	Human Reader or Human Signer and Translation of the Mathematics Assessment Fields – Updated validation; can be used for online and paper tests.
8/11/2015	1.2	Braille with Tactile Graphics Field – Removed reference to “01” in validation rule. “01” option will not be available for Fall 2015. Monitor Test Response Field – Updated icon and Field Definitions to reflect accommodation is available for both online and paper testing.
9/2/2015	1.3	Translation of the Mathematics Assessment with Text-to-Speech enabled – Added instructions for how to select this option. State Policies for Importing the Student Registration/Personal Needs Profile - Updated

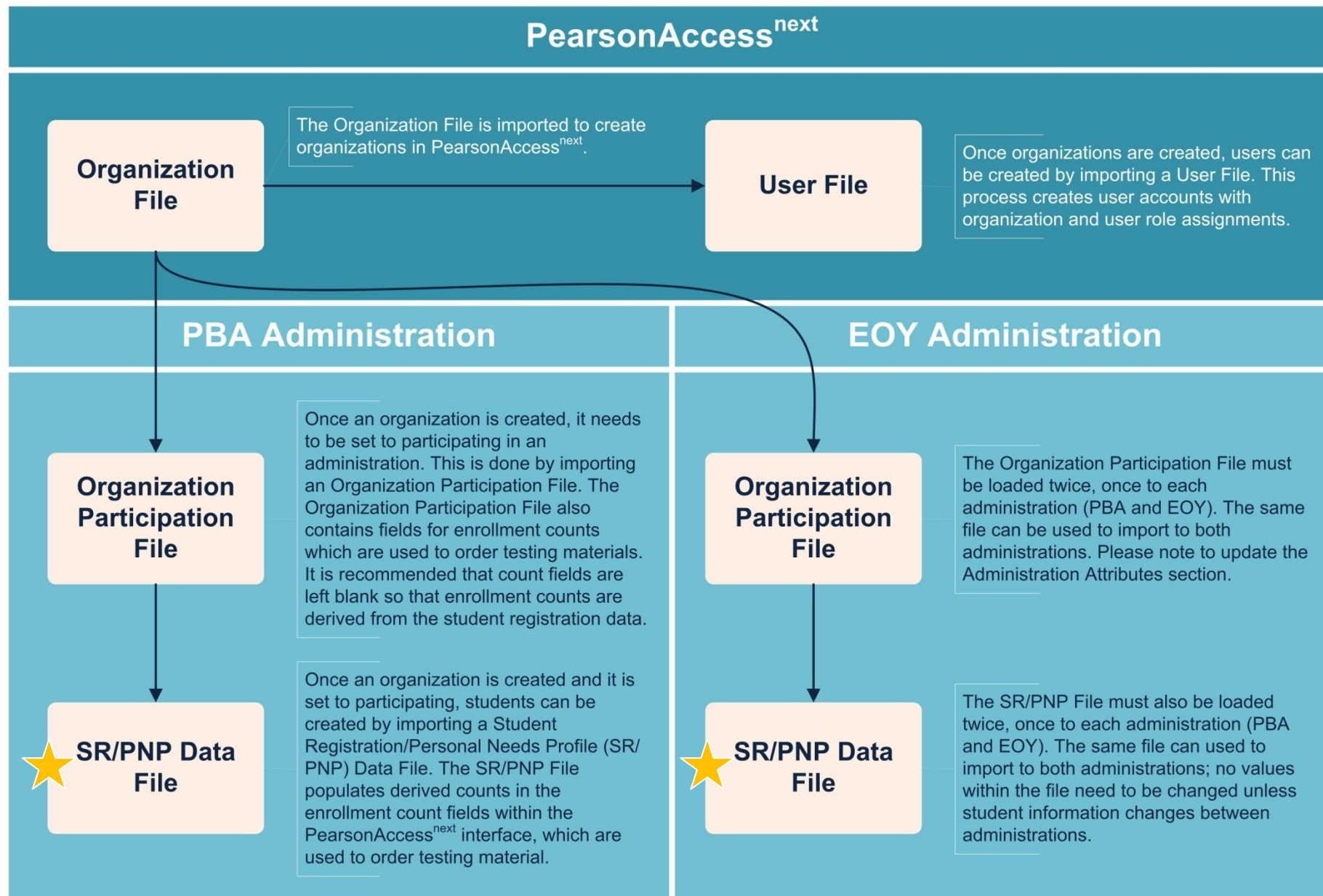


If assistance is needed, contact the PARCC Support Center  
at 888-493-9888 or **PARCC@support.pearson.com**.

## State Policies for Importing the Student Registration/Personal Needs Profile

State	State Policy
Colorado	Not participating in the 2015 Fall/Winter Block Administration.
District of Columbia	Not participating in the 2015 Fall/Winter Block Administration.
Illinois	The Illinois State Board of Education will prepare and upload the SR/PNP on behalf of schools and districts. Districts must enroll students in SIS, include course assignment information, and PNP information.
Maryland	District/LEA will compile and submit the SR/PNP, except for LEA 24 schools, who will submit at the school level.
Massachusetts	Not participating in the 2015 Fall/Winter Block Administration.
New Jersey	Districts will upload the SR/PNP in PearsonAccess <sup>next</sup> . Students enrolled in districts after the closing of the student registration import window must be registered by the district/school in PearsonAccess <sup>next</sup> .
New Mexico	The PED will import the initial SR/PNP into PearsonAccess <sup>next</sup> using the 2015 End-of-year STARS snapshot. For computer-based testing, DTCs and state charter STCs will need to edit this data and/or add additional students up until the time of testing. Districts may choose to either update students by uploading an SR/PNP or edit the prepopulated student information in PearsonAccess <sup>next</sup> .
Rhode Island	The state will complete the initial student registration data import. Districts must update the student registration including PNP throughout the administration window including students enrolled in districts after the closing of the student registration import window.

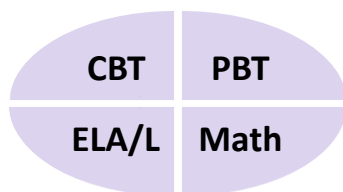
## Data Import Process Flow for PearsonAccess<sup>next</sup>



The purpose of this document is to provide the information needed to populate values in the Student Registration/Personal Needs Profile (SR/PNP) Data File and instructions for importing the file into PearsonAccess<sup>next</sup>. The first section of this document has a checklist of tasks that need to be completed before importing the file, Matching Criteria used to match SR/PNP records to student records currently in PearsonAccess<sup>next</sup>, step-by-step instructions for importing the file into PearsonAccess<sup>next</sup>, and Helpful Hints. The second section of this document contains a table with the list of fields that will be present in the data file. This table also indicates if the field is required, field length requirements, Field Definitions, Notes/Validations, and list of expected values or criteria for entering valid values. It also contains PARCC Definitions and Notes that provide additional information for each field. The Personal Needs Profile (PNP) section is used to gather information regarding a student's testing condition, materials, or accessibility features and accommodations that are needed to take a PARCC assessment.

Checklist Prior to File Import		
1	Receive a PearsonAccess <sup>next</sup> User Account. You must be assigned the Sensitive Data Add-on Role in order to import a SR/PNP data file.	<input type="checkbox"/>
2	Verify that your organizations have been imported into PearsonAccess <sup>next</sup> and participation set to <b>Yes</b> in <b>both PBA and EOY</b> .	<input type="checkbox"/>
3	Verify student demographic fields used for matching criteria is the same between what is populated in the SR/PNP data file and what is populated currently in PearsonAccess <sup>next</sup> .	<input type="checkbox"/>
4	Verify that all required fields are populated. Required field rows are highlighted in green.	<input type="checkbox"/>
5	All expected values match the values found in this document. Bolded text in the <b>Expected Values</b> column must be entered exactly as it appears.	<input type="checkbox"/>
6	Do not delete the header row.	<input type="checkbox"/>
7	Import the file as a Comma Delimited File (.csv file extension) or Fixed File (.txt file extension) to <b>both PBA and EOY</b> .	<input type="checkbox"/>

Make sure to look for the following icon. It will indicate testing condition, materials, or accessibility features and accommodations are available/compatible with computer-based tests (CBT), paper-based tests (PBT), ELA/L, and/or Mathematics.



## Important

**Read the PARCC Definitions and Notes carefully to prevent records from encountering cross validation errors.**

**You will need to import a Student Registration File for each administration (i.e., one file for PBA and another for EOY).** If you are importing both files at the same time, select the administration **“2015 Fall Block PBA PARCC”** (see step 2 on the following page) and import the Student Registration File. Next, select the administration **“2015 Fall Block EOY PARCC”** and import the SR/PNP File again. Field values do not need to be changed in the file itself. You will only need to change a field value if that value changes between the PBA and EOY administrations.

If a student has more than one test assignment (e.g., Grade 9 ELA/Literacy and Algebra I), **each test assignment needs to appear as a separate record on the SR/PNP Import File.** For example, if a student is taking Grade 9 ELA/Literacy and Algebra I, this student will have two records on the SR/PNP Import File (one for each test assignment).

Online test sessions will automatically be created and students added to them if the **Session Name** field is populated. If this field is left blank, online test sessions will need to be manually created and have students manually added to them. If students are already in test sessions, then users will need to manually move students to different session. Updating the **Session Name** field and re-importing the Student Registration Data File will not move students to new sessions or update the current session name.

**Students requiring a read aloud online test should be placed in specific read aloud test sessions.** To do this, change the Session Name field to a different value to automatically place students requiring a read aloud online test in a separate session(s). **Once created, the sessions will need to manually switch to Human Reader test sessions in the PearsonAccess<sup>next</sup> user interface.**

### Helpful Hints:

- If you use Microsoft Excel and a .csv file, it is recommended that you save a source file as an Excel Spreadsheet to keep formatting (leading zeros). Prior to each import attempt, save the data file as an Excel spreadsheet. Then save again as a .csv file. If you encounter an error, make the updates in the source Excel spreadsheet and save, and then save again as a .csv file. Repeat as necessary.
- A file may contain records with or without errors. The records without errors will be imported into PearsonAccess<sup>next</sup>. Records with errors will need to be corrected and re-imported into PearsonAccess<sup>next</sup>. You may reuse the initial import file, leave the records without errors in the file, and correct only the records with errors. When re-importing this file, PearsonAccess<sup>next</sup> will treat the records without errors as updates, even if no values changed. This will not cause any issues.

## Student Matching Rules

When student data is imported into PearsonAccess<sup>next</sup>, demographic fields are used to identify unique students. When data is updated in PearsonAccess<sup>next</sup>, matching rules are applied to these fields to identify if records currently exist within the system. This information will be important for importing SR/PNP files the 2015-16 administrations as many students already exist within PearsonAccess<sup>next</sup> from the 2014-15 administrations. The table below provides information on the fields used for matching and can be updated through an SR/PNP Import.

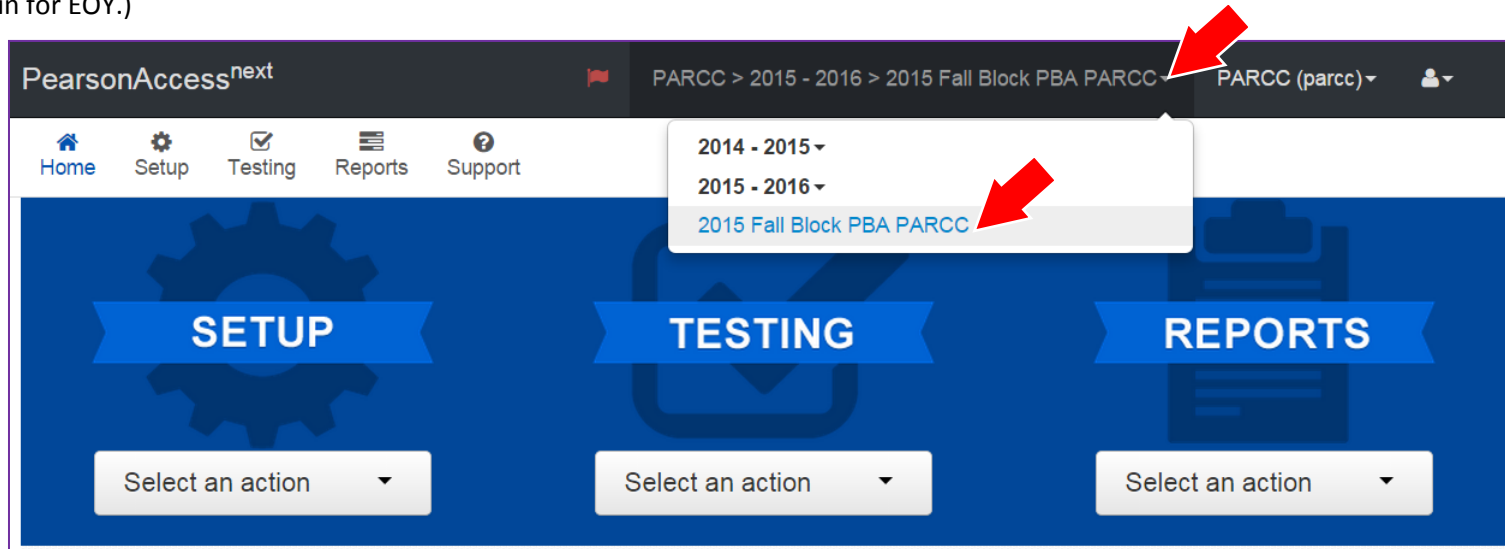
Core Demographic Fields	Match Hierarchy Level	How Matching Works?	Can it be updated via Student Registration File Import?	PARCC Definitions and Notes
PARCC Student Identifier	1	Record will match if PARCC Student Identifier and at least two of the following Core Demographic Fields Match: <ul style="list-style-type: none"> <li>State Student Identifier</li> <li>Local Student Identifier</li> <li>Last or Surname</li> <li>First Name</li> <li>Sex</li> <li>Birthdate</li> </ul>	No. The PARCC Student Identifier is generated by PearsonAccess <sup>next</sup> and cannot be modified by end users.	Unique PARCC Student Identifier that will move intra state if a student moves district to district or school to school. Assigned within PearsonAccess <sup>next</sup> .
State Student Identifier	2	If PARCC Student Identifier is blank; Record will match if State Student Identifier and at least two of the following Core Demographic Fields Match: <ul style="list-style-type: none"> <li>State Abbreviation</li> <li>Local Student Identifier</li> <li>Last or Surname</li> <li>First Name</li> <li>Sex</li> <li>Birthdate</li> </ul>	No. The State Student Identifier cannot be updated by importing a Student Registration File. However, it can be updated through the PearsonAccess <sup>next</sup> user interface.	A unique number or alphanumeric code assigned to a student by a state or any other entity.
Local Student Identifier		This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels.  *Note this is not a required field	Yes. The Local Student Identifier value can be updated if the PARCC Student Identifier and/or State Student Identifier and at least two of the following Core Demographic Fields match: <ul style="list-style-type: none"> <li>Last or Surname</li> <li>First Name</li> <li>Sex</li> <li>Birthdate</li> <li>State Abbreviation</li> </ul>	A unique number or alphanumeric code assigned to a student by a school system or any other entity.

Core Demographic Fields	Match Hierarchy Level	How Matching Works?	Can it be updated via Student Registration File Import?	PARCC Definitions and Notes
Last or Surname		<p>This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels.</p> <p>(Note, only the first 10 characters are used to match on the Last or Surname Field)</p>	<p>Yes. The Last or Surname value can be updated if the PARCC Student Identifier and/or State Student Identifier and at least two of the following Core Demographic Fields match:</p> <ul style="list-style-type: none"> <li>Local Student Identifier</li> <li>First Name</li> <li>Sex</li> <li>Birthdate</li> <li>State Abbreviation</li> </ul>	The full legal last name borne in common by members of a family.
First Name		<p>This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels.</p> <p>(Note, only the first 8 characters are used to match on the First Name Field)</p>	<p>Yes. The First Name value can be updated if the PARCC Student Identifier and/or State Student Identifier and at least two of the following Core Demographic Fields match:</p> <ul style="list-style-type: none"> <li>Local Student Identifier</li> <li>Last or Surname</li> <li>Sex</li> <li>Birthdate</li> <li>State Abbreviation</li> </ul>	The full legal first name given to a person at birth, baptism, or through legal change.
Sex		This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels.	<p>Yes. The Sex value can be updated if the PARCC Student Identifier and/or State Student Identifier and at least two of the following Core Demographic Fields match:</p> <ul style="list-style-type: none"> <li>Local Student Identifier</li> <li>Last or Surname</li> <li>First Name</li> <li>Birthdate</li> <li>State Abbreviation</li> </ul>	The concept describing the biological traits that distinguish the males and females of a species.
Birthdate		This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels.	<p>Yes. The Birthdate value can be updated if the PARCC Student Identifier and/or State Student Identifier and at least two of the following Core Demographic Fields match:</p> <ul style="list-style-type: none"> <li>Local Student Identifier</li> <li>Last or Surname</li> <li>First Name</li> <li>Sex</li> <li>State Abbreviation</li> </ul>	The year, month and day on which a person was born.
State Abbreviation		This is a Core Demographic field used for matching in Hierarchy 2 Level.	No. The State Abbreviation cannot be changed.	State's 2 character abbreviation



## Importing a SR/PNP Data File

1. Log into PearsonAccess<sup>next</sup>.
2. Select the **admin** from the **admin drop down** menu on the top of the screen. (Remember you will need to import a Student Registration File for PBA and again for EOY.)



3. In the **SETUP** section, click on the “**Select an action**” dropdown menu, and then select **Import/Export Data**.

The screenshot displays the PearsonAccessnext web application interface. At the top, the navigation bar includes the PearsonAccessnext logo, a red flag icon, and breadcrumb links: PARCC > 2015 - 2016 > 2015 Fall Block PBA PARCC. User information shows 'PARCC (parcc)' and a profile icon. Below the navigation bar is a secondary menu with icons and labels for Home, Setup, Testing, Reports, and Support. The main content area features three large blue buttons labeled SETUP, TESTING, and REPORTS. The SETUP button is highlighted with a gear icon. Below the SETUP button, a dropdown menu is open, showing a list of actions: 'Import / Export Data', 'Students', 'Classes', 'Organizations', 'Users', 'Orders & Shipment Tracking', 'TestNav Configurations', and 'Precache By Test'. A red arrow points to the 'Import / Export Data' option. To the right of the dropdown menu, there are two more 'Select an action' dropdown menus under the TESTING and REPORTS buttons. The bottom of the page contains a 'Contact Us' section with customer support information and an 'E-mail' link.

4. In the **Select Tasks** dropdown menu, select **Import/Export Data**.

PearsonAccess<sup>next</sup> PARCC > 2015 - 2016 > 2015 Fall Block PBA PARCC PARCC (parcc)

Home Setup Testing Reports Support

## Import / Export Data

**Tasks** 1 Selected

Select Tasks

- ☒ Import / Export Data
- ☐ View File Details

**Files** 0 Selected [Clear](#)

Manage

5. Select **Start**.

Home Setup Testing Reports Support

## Import / Export Data

**Tasks** 1 Selected

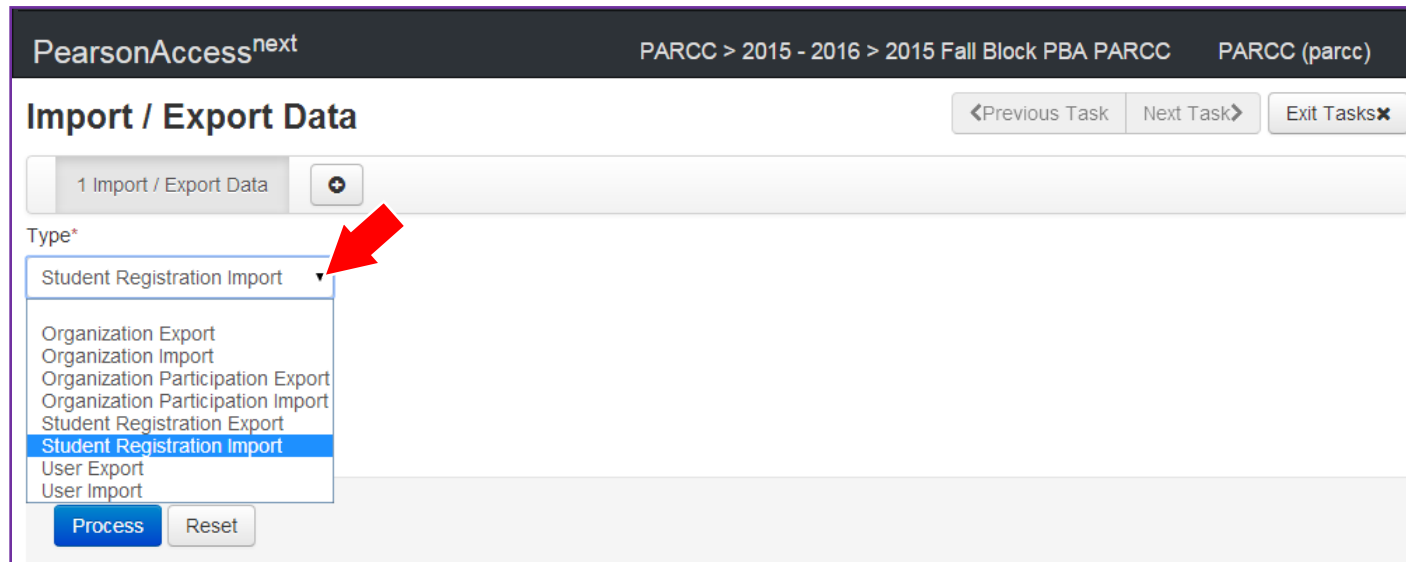
Select Task

**Start**

**Files** 0 Selected [Clear](#)

Manage

6. In the **Type** dropdown menu, select **Student Registration Import**.



PearsonAccess<sup>next</sup> PARCC > 2015 - 2016 > 2015 Fall Block PBA PARCC PARCC (parcc)

### Import / Export Data

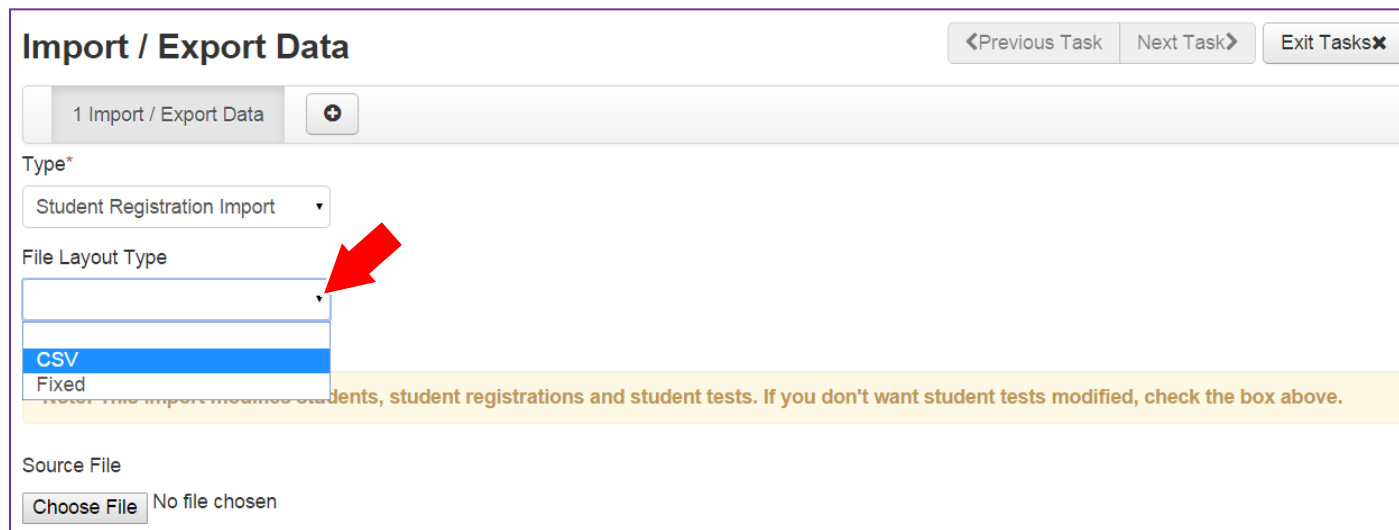
1 Import / Export Data

Type\*

- Student Registration Import
- Organization Export
- Organization Import
- Organization Participation Export
- Organization Participation Import
- Student Registration Export
- Student Registration Import
- User Export
- User Import

Process Reset

7. In the **File Layout Type** dropdown menu, select the type of file to be imported (.csv or Fixed).



### Import / Export Data

1 Import / Export Data

Type\*

Student Registration Import

File Layout Type

- CSV
- Fixed

Note: The import modifies students, student registrations and student tests. If you don't want student tests modified, check the box above.

Source File

Choose File No file chosen

8. DO NOT select the **Don't modify student tests**. This option should only be selected when updating existing student demographic data without updating test registration data.

PearsonAccess<sup>next</sup> PARCC > 2015 - 2016 > 2015 Fall Block PBA PARCC PARCC (parcc)

### Import / Export Data

1 Import / Export Data

Type\*  
Student Registration Import

File Layout Type  
CSV

☒ Don't modify student tests

Note: This import modifies students, student registrations and student tests. If you don't want student tests modified, check the box above.

Source File  
Choose File No file chosen

9. **Choose File** to select the file to import.

Import / Export Data

1 Import / Export Data

Type\*  
Student Registration Import

File Layout Type  
CSV

☐ Don't modify student tests

Note: This import modifies students, student registrations and student tests. If you don't want student tests modified, check the box above.

Source File  
Choose File No file chosen

10. Once you see the correct .csv file listed, click **Process** to submit the selected file.

PearsonAccess<sup>next</sup> PARCC > 2015 - 2016 > 2015 Fall Block PBA PARCC PARCC (parcc)

### Import / Export Data

<Previous Task Next Task> Exit Tasks✕

1 Import / Export Data +

Type\*  
Student Registration Import ▾

File Layout Type  
CSV ▾


☐ Don't modify student tests

**Note:** This import modifies students, student registrations and student tests. If you don't want student tests modified, check the box above.

Source File  
Choose File SRPNP\_Import.csv


**Process** Cancel


## Checking the status of a imported file

The **View File Details** screen will appear after selecting **Process**. This screen will show the processing status. Select the  icon to refresh the screen.

PearsonAccess<sup>next</sup>
PARCC > 2015 - 2016 > 2015 Fall Block PBA PARCC
PARCC (parcc)

View File Details
<Previous Task
Next Task>
Exit Tasks✕

1 Import / Export Data
2 View File Details


Files (1)
Details 

Student\_Registration\_Import.csv

**Pending**  
File has been queued for processing

**File Information**

**Type**  
Student Registration Import  
**Name**  
Student\_Registration\_Import.csv  
**Request Date**  
2014-07-29 10:21 AM  
**Total Records**  
0  
**Successful Records**  
**Error Records**

**Organization**  
PARCC (parcc)  
**User**  
admin  
  
[Download File](#) ⓘ

After the file processes, the **View File Details** screen will show a **Complete** message, and the number of **Successful Records** processed will be indicated. The number of **Error Records** processed will also be indicated.

**PearsonAccess<sup>next</sup>**

PARCC > 2015 - 2016 > 2015 Fall Block PBA PARCC
PARCC (parcc)

**View File Details**

<Previous Task
Next Task>
Exit Tasks✕

1 Import / Export Data
2 View File Details
+

Files (1)

Student\_Registration\_Import.csv

Details ↻

Complete

Saved information for all records in the file

File Information

Type

Student Registration Import

Organization

PARCC (parcc)

Name

Student\_Registration\_Import.csv

User

Biederman

Request Date

2014-08-07 06:18 PM

Download File ⓘ

Total Records

5

Download Students Created ⓘ

Successful Records

5

Error Records

0

Steps

Step	Message
Format Verification	Complete
Import	Complete




If there are errors, they will be displayed at the bottom of the screen. There is an option to download a file with just the records that contained an error in order to resolve these records and import them. There is also an option to view a list of error messages (without the records).

### Errors

Download Records in Error
ⓘ

Download Error Messages
ⓘ



Record Number	Message
2	No matching organization could be found with code: IA-IA987654-1
3	No matching organization could be found with code: IA-IA987654-1

**Helpful Hint:**

A file may contain records with or without errors. The records without errors will be imported into PearsonAccess<sup>next</sup>. Records with errors will need to be corrected and re-imported into PearsonAccess<sup>next</sup>. You may reuse the initial import file, leave the records without errors in the file, and correct only the records with errors. When re-importing this file, PearsonAccess<sup>next</sup> will treat the records without errors as updates, even if no values changed. This will not cause any issues.

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
A	State Abbreviation	Y	2	State's 2 character abbreviation		<b>CO</b> = Colorado <b>DC</b> = District of Columbia <b>IL</b> = Illinois <b>MA</b> = Massachusetts <b>MD</b> = Maryland <b>NJ</b> = New Jersey <b>NM</b> = New Mexico <b>RI</b> = Rhode Island
B	Testing District Code	Y	*15  <small>*See Field Notes and Validations</small>	The Testing District responsible for administering the test for a student.	*Max field length varies by State.  Error and reject record if organization does not exist and set to participate in administration within PearsonAccess <sup>next</sup> .	A-Z 0-9  Identifier Length: Colorado = 4 DC = 4 Illinois = 15 Maryland = 2 Massachusetts = 10 New Jersey = 6 New Mexico = 3 Rhode Island = 2
C	Testing School Code	Y	*15  <small>*See Field Notes and Validations</small>	The Testing School responsible for administering the test for a student.	Error and reject record if organization does not exist and set to participate in administration within PearsonAccess <sup>next</sup> .	A-Z 0-9  Identifier Length: Colorado = 4 DC = 4 Illinois = 15 Maryland = 4 Massachusetts = 10 New Jersey = 3 New Mexico = 3 Rhode Island = 5

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
D	Responsible District Code	N	*15  *See Field Notes and Validations	The district responsible for specific educational services and/or instruction of the student.	<p>Only populate this field if the Reporting District is different than Testing District. If this field is left blank, it is assumed the Testing District is also the Reporting District.</p> <p>District or a Non-School/Private/Charter reporting directly to the State</p> <p>*Max field length varies by State.</p> <p>Error and reject record if organization does not exist and set to participate in administration within PearsonAccess<sup>next</sup>.</p>	<p>A-Z 0-9 Blank</p> <p>Identifier Length: Colorado = 4 DC = 4 Illinois = 15 Maryland = 2 Massachusetts = 10 New Jersey = 6 New Mexico = 3 Rhode Island = 2</p>
E	Responsible School Code	N	*15  *See Field Notes and Validations	A unique number or alphanumeric code assigned to an institution by a school, school system, a state, or other agency or entity.	<p>Only populate this field if the Reporting School is different than Testing School. If this field is left blank, it is assumed the Testing School is also the Reporting School.</p> <p>School/Institution reporting to a District</p> <p>*Max field length varies by State.</p> <p>Error and reject record if organization does not exist and set to participate in administration within PearsonAccess<sup>next</sup>.</p>	<p>A-Z 0-9 Blank</p> <p>Identifier Length: Colorado = 4 DC = 4 Illinois = 15 Maryland = 4 Massachusetts = 10 New Jersey = 3 New Mexico = 3 Rhode Island = 5</p>

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
F	State Student Identifier	Y	10	A unique number or alphanumeric code assigned to a student by a state or any other entity.	State Student Identifier needs to be unique by state.	A-Z 0-9 No embedded spaces  CO - 10 min/max DC - 10 min/max IL - 9 min/max MD - 10 min/max MA - 10 min/max NJ - 10 min/max NM - 9 min/max RI - 10 min/max
G	Local Student Identifier	Y*  *See Field Notes and Validations	30	A unique number or alphanumeric code assigned to a student by a school system or any other entity.	*Required for States that have a local student Identifier or both state student identifier and local student identifier as their unique student identifier.	A-Z 0-9 No embedded spaces Blank
H	PARCC Student ID	N	36	Unique PARCC Student ID that will move intra state if a student moves district to district or school to school.	Assigned within PearsonAccess <sup>next</sup> .	
I	Last or Surname	Y	35	The full legal last name borne in common by members of a family.		A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces
J	First Name	Y	35	The full legal first name given to a person at birth, baptism, or through legal change.		A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
K	Middle Name	N	35	A full legal middle name given to a person at birth, baptism, or through legal change.		A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces Blank
L	Birthdate	Y	10	The year, month and day on which a person was born.		YYYY-MM-DD
M	Sex	Y	1	The concept describing the biological traits that distinguish the males and females of a species.		<b>F</b> = Female <b>M</b> = Male
N	State Field 1	N	20		Leave blank unless you receive other direction from your state.	A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces Blank
<b>Student Registration</b>						
O	Grade Level When Assessed	Y	2	The grade or developmental level of a student when assessed.		<b>02</b> = Second grade <b>03</b> = Third grade <b>04</b> = Fourth grade <b>05</b> = Fifth grade <b>06</b> = Sixth grade <b>07</b> = Seventh grade <b>08</b> = Eighth grade <b>09</b> = Ninth grade <b>10</b> = Tenth grade <b>11</b> = Eleventh grade <b>12</b> = Twelfth grade <b>13</b> = Grade 13 <b>99</b> = Other <b>OS</b> = Out of school <b>PS</b> = Postsecondary

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
P	Hispanic or Latino Ethnicity	N	1	An indication that the person traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.	<p>This field is not required during import of student data, but if left blank, this field will create a Critical Warning in PearsonAccess<sup>next</sup>.</p> <p>Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess<sup>next</sup>.</p>	Y = Yes N = No Blank
Q	American Indian or Alaska Native	N	1	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.	<p>This field is not required during import of student data. A Critical Warning will appear in PearsonAccess<sup>next</sup> if no race fields (Columns Q-W) have an expected value entered.</p> <p>Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess<sup>next</sup>.</p>	Y = Yes N = No Blank
R	Asian	N	1	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	<p>This field is not required during import of student data. A Critical Warning will appear in PearsonAccess<sup>next</sup> if no race fields (Columns Q-W) have an expected value entered.</p> <p>Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess<sup>next</sup>.</p>	Y = Yes N = No Blank
S	Black or African American	N	1	A person having origins in any of the black racial groups of Africa.	<p>This field is not required during import of student data. A Critical Warning will appear in PearsonAccess<sup>next</sup> if no race fields (Columns Q-W) have an expected value entered.</p> <p>Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess<sup>next</sup>.</p>	Y = Yes N = No Blank

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
T	Native Hawaiian or Other Pacific Islander	N	1	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	<p>This field is not required during import of student data. A Critical Warning will appear in PearsonAccess<sup>next</sup> if no race fields (Columns Q-W) have an expected value entered.</p> <p>Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess<sup>next</sup>.</p>	Y = Yes N = No Blank
U	White	N	1	A person having origins in any of the original peoples of Europe, Middle East, or North Africa.	<p>This field is not required during import of student data. A Critical Warning will appear in PearsonAccess<sup>next</sup> if no race fields (Columns Q-W) have an expected value entered.</p> <p>Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess<sup>next</sup>.</p>	Y = Yes N = No Blank
V	Blank Field	N	1		Note this field is being used as a placeholder for possible future data field.	N/A
W	Two or More Races	N	1	A person having origins in any of more than one of the racial groups.	<p>This field is not required during import of student data. A Critical Warning will appear in PearsonAccess<sup>next</sup> if no race fields (Columns Q-W) have an expected value entered.</p> <p>Reporting rules will not derived from 2 above. Also the 2+ races do not have to be indicated for this to be Y.</p> <p>Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess<sup>next</sup>.</p>	Y = Yes N = No Blank
X	English Learner (EL)	N	1	English Learner (EL)	<p>This field is not required during import of student data, but if left blank, this field will create a Critical Warning in PearsonAccess<sup>next</sup>.</p> <p>Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess<sup>next</sup>.</p>	Y = Yes N = No Blank

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
Y	Title III Limited English Proficient Participation Status	N	1	An indication that a limited English proficient (LEP) student is served by an English language instruction educational program supported with Title III of ESEA funds.	<p>This field is not required during import of student data, but if left blank, this field will create a Critical Warning in PearsonAccess<sup>next</sup>.</p> <p>Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess<sup>next</sup>.</p>	Y = Yes N = No Blank
Z	Gifted and Talented	N	1	An indication that the student is participating in and served by a Gifted/Talented program.	<p>This field is not required during import of student data, but if left blank, this field will create a Critical Warning in PearsonAccess<sup>next</sup>.</p> <p>Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess<sup>next</sup>.</p>	Y = Yes N = No Blank
AA	Migrant Status	N	1	Persons who are, or whose parents or spouses are, migratory agricultural workers, including migratory dairy workers, or migratory fishers, and who, in the preceding 36 months, in order to obtain, or accompany such parents or spouses, in order to obtain, temporary or seasonal employment in agricultural or fishing work (A) have moved from one LEA to another; (B) in a state that comprises a single LEA, have moved from one administrative area to another within such LEA; or (C) reside in an LEA of more than 15,000 square miles, and migrate a distance of 20 miles or more to a temporary residence to engage in a fishing activity.	<p>This field is not required during import of student data, but if left blank, this field will create a Critical Warning in PearsonAccess<sup>next</sup>.</p> <p>Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess<sup>next</sup>.</p>	Y = Yes N = No Blank



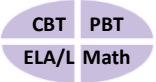
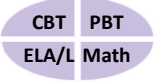
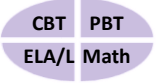
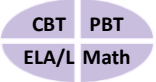
Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
AB	Economic Disadvantage Status	N	1	An indication that the student met the State criteria for classification as having an economic disadvantage.	<p>This field is not required during import of student data, but if left blank, this field will create a Critical Warning in PearsonAccess<sup>next</sup>.</p> <p>Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess<sup>next</sup>.</p>	<p><b>Y</b> = Yes <b>N</b> = No Blank</p>
AC	Student With Disabilities	N	3	If a student has a disability and an IEP, they are automatically covered by Section 504. If a student has an IEP and needs academic interventions, this should be included in their IEP. The IEP is required to address ALL of a student's needs that are related to the disability. - See more at: <a href="http://www.wrightslaw.com/blog/?p=122#sthash.J6Jglx6v.dpuf">http://www.wrightslaw.com/blog/?p=122#sthash.J6Jglx6v.dpuf</a>	<p>IEP = Student has IEP 504 = Student has 504 Plan N = Student does not have IEP or 504 plan</p> <p>Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess<sup>next</sup>.</p>	<p><b>IEP</b> <b>504</b> <b>N</b> = No Blank</p>
AD	Primary Disability Type	N* <small>*See Field Notes and Validations</small>	3	The major or overriding disability condition that best describes a person's impairment.	<p>*This field is ONLY required if Student With Disabilities field equals "IEP".</p> <p>Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess<sup>next</sup>.</p>	<p><b>AUT</b> = Autism <b>DB</b> = Deaf-blindness <b>DD</b> = Developmental delay <b>EMN</b> = Emotional disturbance <b>HI</b> = Hearing impairment <b>ID</b> = Intellectual Disability <b>MD</b> = Multiple disabilities <b>NC</b> = Not Collected <b>OI</b> = Orthopedic impairment <b>OHI</b> = Other health impairment <b>SLD</b> = Specific learning disability <b>SLI</b> = Speech or language impairment <b>TBI</b> = Traumatic brain injury <b>VI</b> = Visual impairment Blank</p>

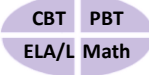
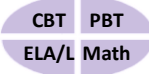
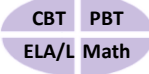
Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
AE	State Field 2	N	20		<p>Leave blank unless you receive other direction from your state.</p> <p>Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess<sup>next</sup>.</p>	<p>A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces Blank</p>
AF	State Field 3	N	20		<p>Leave blank unless you receive other direction from your state.</p> <p>Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess<sup>next</sup>.</p>	<p>A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces Blank</p>
AG	State Field 4	N	20		<p>Leave blank unless you receive other direction from your state.</p> <p>Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess<sup>next</sup>.</p>	<p>A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces Blank</p>
AH	State Field 5	N	20		<p>Leave blank unless you receive other direction from your state.</p> <p>Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess<sup>next</sup>.</p>	<p>A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces Blank</p>
AI	State Field 6	N	20		<p>Leave blank unless you receive other direction from your state.</p> <p>Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess<sup>next</sup>.</p>	<p>A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces Blank</p>

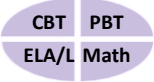
Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
AJ	State Field 7	N	20		Leave blank  Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess <sup>next</sup> .	Blank
AK	State Field 8	N	20		Leave blank  Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess <sup>next</sup> .	Blank
AL	State Field 9	N	20		Leave blank unless you receive other direction from your state.	A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces Blank
AM	State Field 10	N	20		Leave blank unless you receive other direction from your state.	A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces Blank
AN	State Field 11	N	20		Leave blank unless you receive other direction from your state.	A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces Blank
AO	State Field 12	N	20		Leave blank unless you receive other direction from your state.	A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces Blank

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
<b>Test Registration</b>						
AP	Session Name	N	50	The description of the place where an assessment is administered.	<p>If this field is populated on an import and the test format is online the session will be auto-created and the student's test will be placed into the named session.</p> <p>If this field is populated on an import prior to the enrollment window closing and the test format is paper, then this will be used for sorting and rostering of student and their test book labels.</p>	A-Z a-z 0-9 - ' (Standard Apostrophe) . ) ( & / \ + embedded spaces Blank
AQ	Class Name	N	45	The name of a group of students.	<p>Class Name would be used for class rosters for test results reporting.</p> <p>This field can be used to add students to test sessions by groups (i.e. Class Name) through the user interface.</p>	A-Z a-z 0-9 - ' (Standard Apostrophe) . ) ( & / \ + embedded spaces Blank

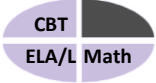
Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
AR	Test Administrator	N	30	Test Administrator is the person overseeing the student(s) in a test session.		A-Z a-z - ' (Standard Apostrophe) . ) ( & / \ + 0-9 embedded spaces Blank
AS	Staff Member Identifier	N	30	A unique number or alphanumeric code assigned to a staff member by a school, school system, a state, registry, or other agency or entity.	Student's assigned teacher used for teacher level aggregation reporting.  This field will be used for teacher roster reports within the PARCC data reporting system.	A-Z a-z - ' (Standard Apostrophe) . ) ( & / \ + 0-9 embedded spaces Blank
AT	Test Code	Y	7	Identifier assigned to the test name.		<b>ALG01</b> = Algebra I <b>ALG02</b> = Algebra II <b>GEO01</b> = Geometry <b>ELA09</b> = Grade 9 ELA/Literacy <b>ELA10</b> = Grade 10 ELA/Literacy <b>ELA11</b> = Grade 11 ELA/Literacy
AU	Test Format	Y	1	Format of the Test	Paper = Paper Based Testing (PBT) Online = Computer Based Testing (CBT)	<b>P</b> = Paper <b>O</b> = Online

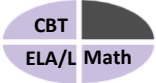
Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
AV	Retest	Y	1	Indicates if this registration is for a retest (retake). Retest can occur if a student failed a prior attempt and is eligible to retake. Other retest scenarios also can occur.	Indicates if the student is retaking the test.	Y = Yes N = No
<b>PARCC Assessment Need Plan</b>						
AW	EL Accommodation	N	1	English language learner accommodations needed for a given assessment.	This field will be used for cross validation on the PNP file for all EL accommodations.	Y = Yes Blank
<b>Administration Considerations</b>						
AX	Frequent Breaks 	N	1	Student is allowed to take breaks, at their request, during the testing session.	Proctor/School Provided Administration Considerations	Y Blank
AY	Separate/Alternate Location 	N	1	Student tested in specially assigned location.	Proctor/School Provided Administration Considerations	Y Blank
AZ	Small Testing Group 	N	1	Student is tested in a separate location with a small group of students with matching accessibility features or accommodations/testing needs as appropriate. Check individual state policies on the maximum number of students that are allowed in a small testing group.	Proctor/School Provided Administration Considerations	Y Blank
BA	Specialized Equipment or Furniture 	N	1	Student is provided specialized equipment or furniture needed for a successful testing environment (e.g., low lighting; adaptive seat; etc.).	Proctor/School Provided Administration Considerations	Y Blank

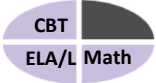
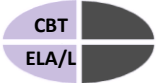
Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
BB	Specified Area or Setting 	N	1	Student is tested in a specialized area or setting (e.g., front of the classroom; seat near the door, library observation room etc.).	Proctor/School Provided Administration Considerations	<b>Y</b> Blank
BC	Time Of Day 	N	1	Student is tested during a specific time of day based on their individual needs (e.g., ELA/L in the morning; no testing after lunch; etc.).	Proctor/School Provided Administration Considerations	<b>Y</b> Blank
<b>Accessibility Features Identified in Advance</b> (These accessibility features are available to all students and not limited to students with disabilities or English learners.)						
BD	Answer Masking 	N	1	Specifies as part of an Assessment Personal Needs Profile the type of masks the user is able to create to cover portions of the question until needed.	<p><b>For Computer-based Testing:</b> Used to assign this accessibility feature for computer-based testing.</p> <p>By default, answer choices for multiple-choice items are covered when the item is first presented. The student has the ability to remove the masks at a time of their choosing.</p> <p>This is available to <b>ALL</b> students taking computer-based tests and is available on all test forms.</p> <p><b>For Paper-based Testing:</b> Specifies as part of an Assessment Personal Needs Profile the type of masks the user is able to create to cover portions of the question until needed.</p>	<b>Y</b> Blank
BE	Blank Field	N	1		Note this field is being used as a placeholder for possible future data field.	<b>N/A</b>

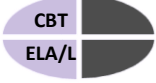
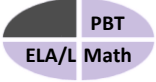
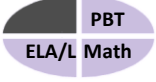
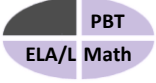
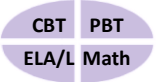
Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
BF	Color Contrast 	N	2	Defines as part of an Assessment Personal Needs Profile the access for preference to invert the foreground and background colors.	<p><b>For Computer-based Testing:</b> The interface launches a pre-selected alternate color combination for the text (foreground) and background colors.</p> <p>This is available to <b>ALL</b> students testing computer-based and is available on all test forms.</p> <p>If expected value equals "01"-"06"; then the student must have Test Format populated with "O" or record will error.</p> <p><b>For Paper-based Testing:</b> Colored overlays for background color. Font color cannot be changed.</p> <p>Proctor/School-provided Accommodation</p> <p>If expected value equals "07"; then the student must have Test Format populated with "P" or record will error.</p>	<p><b>01</b> = black font on cream background  <b>02</b> = black font on light blue background  <b>03</b> = black font on light magenta background  <b>04</b> = white font on black background  <b>05</b> = yellow font on blue background  <b>06</b> = low contrast color, dark gray font on pale green background  <b>07</b> = locally provided color overlay for the student to place over their paper test</p>

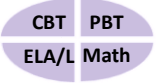
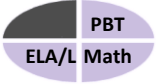
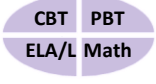
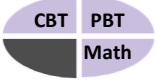
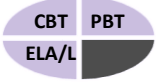


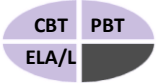
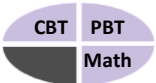
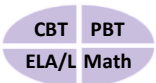
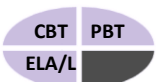
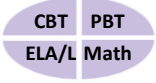
Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
<b>Presentation Accommodations for Students with Disabilities with an IEP or 504 Plan</b>						
BG	ASL Video 	N	1	Used to assign the form administered for computer-based testing. American Sign Language content is provided to the student by a human signer through a video.	If expected value equals "Y"; then the following criteria must be met or record will error: <ul style="list-style-type: none"> <li>• Test Format populated with "O",</li> <li>• Students With Disability populated with either "504" OR "IEP",</li> <li>• Assistive Technology - Screen Reader must be left blank,</li> <li>• Assistive Technology - Non-Screen Reader must be left blank,</li> <li>• Closed Captioning for ELA/L must be left blank,</li> <li>• Translation of the Mathematics Assessment must be left blank,</li> <li>• Text-to-Speech must be left blank,</li> <li>• and Human Reader or Human Signer must be left blank.</li> </ul>	Y Blank

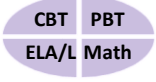
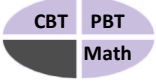
Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
BH	Assistive Technology - Screen Reader 	N	1	<p>Used to assign the form administered for online testing.</p> <p>Assistive Technology - Screen Reader - Screen Reader Assistive Technology Application (Examples: Jaws, NVDA) used to deliver computer-based test form for ELA/L and Math. Delivers form tagged to support Screen Reader use.</p> <p>Screen Reader Application used to deliver online test form for ELA/L and Math.</p> <p>TestNav 8 and PARCC Assistive Technology: <a href="http://www.pearsononlinetesting.com/TestNav/PARCC-AT/">http://www.pearsononlinetesting.com/TestNav/PARCC-AT/</a></p> <p>Screen Reader Assistive Technology is a 3rd party external support intended for students who are blind. The Screen Reader is used for browser navigation and access to content. Examples: Jaws, NVDA. It can also be used in combination with a Refreshable Braille device for access and response.</p>	<p>If expected value equals "Y"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> <li>• Test Format populated with "O",</li> <li>• Students With Disability populated with either "504" OR "IEP",</li> <li>• ASL Video must be left blank,</li> <li>• Assistive Technology - Non-Screen Reader must be left blank,</li> <li>• Closed Captioning for ELA/L must be left blank,</li> <li>• Translation of the Mathematics Assessment must be left blank,</li> <li>• Text-to-Speech must be left blank,</li> <li>• and Human Reader or Human Signer must be left blank.</li> </ul> <p>Note: If Assistive Technology - Screen Reader value equals "Y" then a Tactile Graphics supplement booklet will be shipped if the specific online test images or graphics that must be represented by tactile graphics. If a student is enrolled for Assistive Technology - Screen Reader after the enrollment window is closes then an additional order will need to be submitted.</p>	Y = Yes Blank

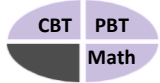
Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
BI	Assistive Technology - Non-Screen Reader 	N	1	<p>Used to assign the form administered for online testing when an assistive technology application is needed for students without visual impairments.</p> <p>Assistive Technology - Non-Screen Reader - Assistive Technology Application (Examples: Co:Writer, Read&amp;Write Gold ) used to deliver computer-based test form for ELA/L and Math.</p> <p>Assistive technology that provides magnification or word prediction assistive technology support that requires security pass through to interact with TestNav.</p> <p>TestNav 8 and PARCC Assistive Technology: <a href="http://www.pearsononlinetesting.com/TestNav/PARCC-AT/">http://www.pearsononlinetesting.com/TestNav/PARCC-AT/</a></p>	<p>If expected value equals “Y”; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> <li>• Test Format populated with "O",</li> <li>• Students With Disability populated with either “504” OR “IEP”,</li> <li>• ASL Video must be left blank,</li> <li>• Assistive Technology - Screen Reader must be left blank,</li> <li>• Closed Captioning for ELA/L must be left blank,</li> <li>• Translation of the Mathematics Assessment must be left blank,</li> <li>• Text-to-Speech must be left blank,</li> <li>• and Human Reader or Human Signer must be left blank.</li> </ul>	Y = Yes Blank
BJ	Closed Captioning for ELA/L 	N	1	<p>Used to assign the form administered for computer-based testing.</p> <p>Closed captioning and subtitling are both processes of displaying text on a television, video screen, or other visual display to provide additional or interpretive information.</p>	<p>If expected value equals “Y”; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> <li>• Test Format populated with "O",</li> <li>• Students With Disability populated with either “504” OR “IEP”,</li> <li>• ASL Video must be left blank,</li> <li>• Assistive Technology - Screen Reader must be left blank,</li> <li>• Assistive Technology - Non-Screen Reader must be left blank,</li> <li>• Translation of the Mathematics Assessment must be left blank,</li> <li>• Text-to-Speech must be left blank,</li> <li>• and Human Reader or Human Signer must be left blank.</li> </ul>	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
BK	Refreshable Braille Display for ELA/L 	N	1	Used to assign an online form for Braille in conjunction with Screen Reader.  Student uses external device which converts the text from the Screen Reader into Braille.	If expected value equals "Y"; then the following criteria must be met or record will error: <ul style="list-style-type: none"> <li>• Test Format populated with "O",</li> <li>• Test Code must be populated with a ELA/L Subject,</li> <li>• Students With Disability populated with either "504" OR "IEP",</li> <li>• and Assistive Technology - Screen Reader populated with "Y".</li> </ul>	Y = Yes Blank
BL	Alternate Representation - Paper Test 	N	1	Student requires paper and pencil test format as an approved accommodation.	If expected value equals "Y"; then the student must have Format field populated with "P" and Students With Disability field populated with either "504" OR "IEP".	Y = Yes Blank
BM	Large Print 	N	1	A Large Print test booklet is provided with text increased 150% to an 18 point font.	PARCC to provide Large Print Booklet for student to read. Answer Document will be the standard edition so that a Proctor can transcribe the student's responses.  If expected value equals "Y"; then the student must have Format field populated with "P" and Students With Disability field populated with either "504" OR "IEP".	Y = Yes Blank
BN	Braille with Tactile Graphics 	N	2	A hard copy Braille test booklet is provided with embedded tactile graphics.	Student responds and responses are transcribed.  If expected value equals "02"; then the student must have Format field populated with "P" and Students With Disability field populated with either "504" OR "IEP".	02 = EBAE/English Braille American Edition Blank
BO	Student Reads Assessment Aloud to Themselves 	N	1	The student reads the assessment aloud to themselves and may use an external device such as a whisper phone. The student must be tested in a separate setting.	If expected value equals "Y"; then the student must have Students With Disability field populated with either "504" OR "IEP".	Y = Yes Blank

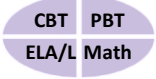
Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
BP	Human Signer for Test Directions 	N	1	A human signer will sign the test directions to a student. The student may need to be tested in a small group or separate setting.	If expected value equals "Y"; then the student must have Students With Disability field populated with either "504" OR "IEP".	Y = Yes Blank
<b>Response Accommodations for Students with Disabilities with an IEP or 504 Plan</b> Accommodations from a student's personal needs profile supports response accommodations						
BQ	Answers Recorded in Test Book 	N	1	The student records answers directly in the test book. Responses must be transcribed verbatim by a test administrator in a student's answer book or answer sheet. Responses that have not been transcribed will not be scored.	If expected value equals "Y"; then the student must have Format field populated with "P" and Students With Disability field populated with either "504" OR "IEP".	Y = Yes Blank
BR	Braille Response 	N	2	A student who is blind or visually impaired and their responses are captured by a Braille Writer or Notetaker.	Proctor/School Provided Accommodation  If expected value equals "01" OR "02"; then the student must have Students With Disability field populated with either "504" OR "IEP".	01 = Braille Writer 02 = Braille Notetaker Blank
BS	Calculation Device and Mathematics Tools 	N	1	The student is allowed to use a calculator as an accommodation, including for items in test sections designated as non-calculator sections. In addition, an arithmetic table (including addition/ subtraction and/or multiplication/division charts), and/or manipulatives may be used.	Proctor/School Provided Accommodation  If expected value equals "Y"; then the student must have Test Code populated with a Mathematics Subject and Students With Disability field populated with either "504" OR "IEP" or record will error.	Y = Yes Blank
BT	ELA/L Constructed Response 	N	2	A student's response is captured by an external Speech to Text device, external AT device, Human Scribe or Signer for Constructed Response item types.	Proctor/School Provided Accommodation  If expected value equals "01"-"04"; then the student must have Test Code populated with a ELA/L Subject and Students With Disability field populated with either "504" OR "IEP" or record will error.	01 = Speech-to-Text 02 = Human Scribe 03 = Human Signer 04 = External AT Device Blank

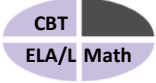
Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
BU	ELA/L Selected Response or Technology Enhanced Items 	N	2	A student's response is captured by an external Speech to Text device, external AT device, Human Scribe or Signer for Selected Response or Technology Enhanced items types.	Proctor/School Provided Accommodation  If expected value equals "01"- "04"; then the student must have Test Code populated with a ELA/L Subject and Students With Disability field populated with either "504" OR "IEP" or record will error.	<b>01</b> = Speech-to-Text <b>02</b> = Human Scribe <b>03</b> = Human Signer <b>04</b> = External AT Device Blank
BV	Mathematics Response 	N	2	A student's response is captured by an external Speech to Text device, external AT device, Human Scribe or Signer.	Proctor/School Provided Accommodation  If expected value equals "01"- "04"; then the student must have Test Code populated with a Mathematics Subject and Students With Disability field populated with either "504" OR "IEP" or record will error.	<b>01</b> = Speech-to-Text <b>02</b> = Human Scribe <b>03</b> = Human Signer <b>04</b> = External AT Device Blank
BW	Monitor Test Response 	N	1	The test administrator or assigned accommodator monitors proper placement of student responses on a test book/answer sheet or within a computer based test. The test examiner or assigned accommodator cannot assist the student with changing a response.	If expected value equals "Y"; then the student must have the Students With Disability field populated with either "504" OR "IEP" or record will error.	<b>Y</b> = Yes Blank
BX	Word Prediction 	N	1	The student uses a word prediction external device that provides a bank of frequently -or recently -used words as a result of the student entering the first few letters of a word.	Proctor/School Provided Accommodation  If expected value equals "Y"; then the student must have the Students With Disability field populated with either "504" OR "IEP" or record will error.	<b>Y</b> = Yes Blank
<b>Accommodations for English Learners (EL)</b>						
BY	Administration Directions Clarified in Student's Native Language 	N	1	The test administrator clarifies general administration instructions only.	Proctor/School Provided Accommodation  If expected value equals "Y"; then the student must have the EL Accommodation field populated with "Y" or record will error.	<b>Y</b> = Yes Blank

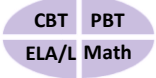
Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
BZ	Administration Directions Read Aloud in Student's Native Language 	N	3	The test administrator reads aloud, and repeats as needed, test directions in the students' native language.	Proctor/School Provided Accommodation  If expected value equals: <b>"ARA", "CHI", "HAT", "NAV", "POL", "POR", "RUS", "SPA", "URD", "VIE", OR "HT"</b> ; then the student must have the EL Accommodation field populated with <b>"Y"</b> or record will error.	<b>ARA</b> = Arabic <b>CHI</b> = Chinese (Mandarin) <b>HAT</b> = Haitian Creole <b>NAV</b> = Navajo <b>POL</b> = Polish <b>POR</b> = Portuguese <b>RUS</b> = Russian <b>SPA</b> = Spanish <b>URD</b> = Urdu <b>VIE</b> = Vietnamese <b>HT</b> = Human Translator Blank
CA	Mathematics Response - EL 	N	2	A student's response is captured by an external Speech to Text device or Human Scribe.	Proctor/School Provided Accommodation  If expected value equals <b>"01"</b> OR <b>"02"</b> ; then the student must have the Test Code populated with a Mathematics Subject and the EL Accommodation field populated with <b>"Y"</b> or record will error.	<b>01</b> = Speech-to-Text <b>02</b> = Human Scribe Blank

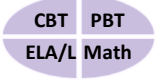
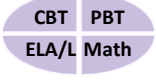
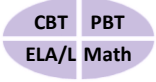
Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
CB	Translation of the Mathematics Assessment 	N	3	Used to assign the form administered for testing based on another language other than English.	If expected value equals "SPA"; then the following criteria must be met or record will error: <ul style="list-style-type: none"> <li>• Test Code populated with a Mathematics Subject,</li> <li>• EL Accommodation field populated with "Y",</li> <li>• ASL Video must be left blank,</li> <li>• Assistive Technology - Screen Reader must be left blank,</li> <li>• Assistive Technology - Non-Screen Reader must be left blank,</li> <li>• Closed Captioning for ELA/EL must be left blank,</li> <li>• and Refreshable Braille Display for ELA/L must be left blank.</li> </ul> <p><b>Note:</b> Translation of the Mathematics Assessment is available with Text-to-Speech enabled. To receive this accommodation, populate Translation of the Mathematics Assessment field with "SPA" and Text-to-Speech field with "01" (Text Only) OR "02" (Text and graphics). Validation rules still apply.</p>	SPA = Spanish Blank



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
CC	Word to Word Dictionary (English/Native Language) 	N	1	Student uses a published word-to-word hand-held dictionary.	Proctor/School Provided Accommodation  If expected value equals “Y”; then the student must have the EL Accommodation field populated with “Y” or record will error.	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
<b>Other Accessibility Features and Accommodations</b>						
CD	Text-to-Speech 	N	2	Used as part of an Assessment Personal Needs Profile to define the type of material that should be rendered using the read aloud alternative content. It is not intended to support students who are blind.	<p>If expected value equals "01" OR "02"; then the following criteria must be met or record will error:</p> <p><b>For Mathematic Tests:</b></p> <ul style="list-style-type: none"> <li>• Test Format populated with "O",</li> <li>• Test Code populated with a Mathematics Subject,</li> <li>• ASL Video must be left blank,</li> <li>• Assistive Technology - Screen Reader must be left blank,</li> <li>• Assistive Technology - Non-Screen Reader must be left blank,</li> <li>• Closed Captioning for ELA/EL must be left blank,</li> <li>• and Refreshable Braille Display for ELA/L must be left blank,</li> <li>• and Human Reader or Human Signer must be left blank.</li> </ul> <p><b>For ELA/L Tests:</b></p> <ul style="list-style-type: none"> <li>• Test Format populated with "O",</li> <li>• Test Code populated with a ELA/L Subject,</li> <li>• Students With Disability populated with either "504" OR "IEP",</li> <li>• ASL Video must be left blank,</li> <li>• Assistive Technology - Screen Reader must be left blank,</li> <li>• Assistive Technology - Non-Screen Reader must be left blank,</li> <li>• Closed Captioning for ELA/EL must be left blank,</li> <li>• Refreshable Braille Display for ELA/L must be left blank,</li> <li>• Translation of the Mathematics Assessment must be left blank,</li> <li>• and Human Reader or Human Signer must be left blank.</li> </ul>	<p><b>01</b> = Text Only  <b>02</b> = Text and graphics  Blank</p>

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
CE	Human Reader or Human Signer 	N	2	The test is read aloud or signed to the student by the test administrator.	<p>If expected value equals “01” OR “02”; then the following criteria must be met or record will error:</p> <p><b>For Mathematic Tests:</b></p> <ul style="list-style-type: none"> <li>• Test Code populated with a Mathematics Subject,</li> <li>• ASL Video must be left blank,</li> <li>• Assistive Technology - Screen Reader must be left blank,</li> <li>• Assistive Technology - Non-Screen Reader must be left blank,</li> <li>• Closed Captioning for ELA/EL must be left blank,</li> <li>• and Refreshable Braille Display for ELA/L must be left blank,</li> <li>• and Text-to-Speech must be left blank.</li> </ul> <p><b>For ELA/L Tests:</b></p> <ul style="list-style-type: none"> <li>• Test Code populated with a ELA/L Subject,</li> <li>• Students With Disability populated with either “504” OR “IEP”,</li> <li>• ASL Video must be left blank,</li> <li>• Assistive Technology - Screen Reader must be left blank,</li> <li>• Assistive Technology - Non-Screen Reader must be left blank,</li> <li>• Closed Captioning for ELA/EL must be left blank,</li> <li>• Refreshable Braille Display for ELA/L must be left blank,</li> <li>• Translation of the Mathematics Assessment must be left blank,</li> <li>• and Text-to-Speech must be left blank.</li> </ul>	<p><b>01</b> = Human Signer <b>02</b> = Human Read Aloud Blank</p>

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values
CF	Unique Accommodation 	N	1	An accommodation required for a student with a disability or an English Learner that is not listed in the PARCC Accessibility Features and Accommodations Manual but is identified in the student's IEP, 504 plan or EL plan (if approved by the state).	Unique accommodations must be submitted at least 6 weeks prior to testing to allow adequate time for the state to determine a final decision.  If expected value equals "Y"; then the student must have the Students With Disability field populated with either "504" OR "IEP" or record will error.	Y = Yes Blank
CG	Emergency Accommodation 	N	2	An emergency accommodation for a student who incurs a temporary disabling condition that interferes with test performance shortly before or during the PARCC assessment window.		01 = Human Scribe 99 = Other Blank
<b>Timing and Scheduling Accommodations for English Learners and Students with Disabilities</b>						
CH	Extended Time 	N	6	Extended Time is provided to the student.	Proctor/School Provided Accommodation	EL IEP504 Both Blank